# Job Title: Capital Improvement Program Administrator

**Department:** Finance

**Immediate** 

**Supervisor:** Budget and Research Manager

<b>Origination Date:</b>	12/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	608
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Manages and administers the city-wide Capital Improvement Program (CIP) by preparing the annual capital projects budget; developing written city-wide procedures outlining the steps for CIP process; developing and maintaining a CIP Five-Year Plan; and providing reports and presentations to senior management, Mayor and Council.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Coordinates future CIP projects through the development of a Five-Year CIP Program. Assigns and plans for necessary financial resources. Analyzes potential CIP projects for inclusion into the Plan. Facilitates meetings with affected City departments to ensure needs will be met. Coordinates with Project Management to ensure program consistency. Maintains CIP data base.
2	S	Coordinates with Project Managers regarding their oversight of assigned projects. Provides assistance whenever appropriate and necessary.
3	S	Develops written City-wide procedures outlining the steps for CIP process. Provides budget and progress reports to senior management, Mayor and Council. Develops presentation materials for Council budget worksessions.
4	S	Works closely with the Finance Director and City management on the yearly financial tracking and allocation of eligible funding sources for capital projects. Analyzes financial information and reports regarding the CIP and adjusts project timelines and cost estimates to reflect available funding. Provides capital bond information for potential bond election.
5	S	Actively solicits input and feedback from project stakeholders in the development of project scopes and budgets; and coordinates programming efforts to ensure that fiscal, labor, and resource constraints are maintained.
6	S	Assists in preparing multi-year financial plans including capital improvement plans.
7	S	Coordinates and provides technical assistance with City department staff to develop & implement current and future budgets. Resolves operating and/or capital budget problems, develops options for addressing expenditure and/or revenue issues such as shortfalls, and assists with transfers during the course of the year.
8	S	Provides technical analysis for City Department budgets. Manages expenditures for the CIP program including requisition approval for CIP projects.

	Physical Strength Code	ESSENTIAL FUNCTIONS
9	S	Coordinates and provides technical support to the City department staff by resolving budget problems, providing training in the preparation, presentation and monitoring of annual budgets, and other related activities. Acts as a Budget Liaison for various City departments. Participates in Budget planning sessions and reports on expenditure patterns quarterly. Represents the department at management level meetings, giving presentations, providing information and answering questions as the subject matter expert regarding a particular area of assignment.
10	S	Prepares financial schedules for the annual budget document. Coordinates the publication of the Budget book and the Development Trends book for the City. Participates in completion of the City's annual Capital Improvement Program documents. Conducts team meetings, gathers information and analyzes data.

### **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Minimum five years experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read state statutes, federal laws, technical reports and manuals, research papers, construction plans and specifications, correspondence and legal documents, ordinances, construction plans, and property legal descriptions at a college level.
Math	Work requires the ability to perform math calculations such as advanced level algebra, geometry, and trigonometry
Writing	Work requires the ability to write technical reports summarizing the analysis of engineering and related issues, City ordinances, and correspondence at a college level.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Policy / Decision Making	Moderate - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
Budget Responsibility	Significant - Oversees budget preparation of a program budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for city-wide budget expenditures.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	✓ Making presentations     ✓ Observing work site     ✓ Observing work duties     ✓ Communicating with       co-workers	Pushing/ Pulling	□ N ⊠ R □ O □ F □ C	☐ File drawers ☐ Equipment ☐ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	<ul> <li>☑ Computer keyboard</li> <li>☐ Telephone keypad</li> <li>☑ Calculator</li> <li>☐ Calibrating equipment</li> </ul>	Climbing	□ N ⊠ R □ O □ F □ C	Stairs     Ladders     Step stools     Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☐ To other departments/offices☐ Around work site	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N ⊠ R □ O □ F □ C	⊠ Supplies □ Equipment □ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N ⊠ R □ O □ F □ C	⊠ Supplies □ Equipment □ Files	Balancing	□ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☐ Meetings ☐ Driving	Bending	□ N ⊠ R □ O □ F □ C	<ul><li>☒ Filing in lower drawers</li><li>☐ Retrieving items from lower shelves/ground</li><li>☐ Making repairs</li></ul>
Reaching	□ N ⊠ R □ O □ F □ C	<ul><li>☒ For supplies</li><li>☒ For files</li></ul>	Crouching	□ N □ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R ☑ O □ F □ C	<ul><li>☑ Communicating via telephone/radio, to co-workers/public</li><li>☐ Listening to equipment</li></ul>
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	□ N 図 R □ O □ F □ C	<ul><li>☑ From computer to telephone</li><li>☐ Getting inside vehicle</li></ul>
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

<b>Physical Demands (continue</b>	<b>d</b> )							
•	•	. A:Ja.						
Machines, Tools, Equipment	and work	Alas:						
Telephone, fax, calculator, copier.								
Computer Equipment and S	oftware:							
Personal computer, printer, scanner, rela	ited software.							
<b>Environmental Factors:</b>		3.7	G 11	I a 175		G 1 m:		ъ п
Environmental Condition	ons	Never	Seasonally	Several T Per Mo		Several Ti Per Wee		Daily
Extreme temperature				L CI IVIO	nul	rei wet	<u> </u>	
(heat, cold, extreme temp. changes from	om outside	×						
work)								
Wetness and/or humidity (bodily discomfort from moisture)		X						
Respiratory hazards		[C]						
(fumes, gases, chemicals, dust and di	rt)	×						
Noise and vibration		X						
(sufficient to cause hearing loss) Physical hazards								
(high voltage, dangerous machinery,	aggressive	X						
prisoners, patients – <u>not customers</u> )						<u> </u>		
Health and Safety Condition	ı <b>c</b> •							
Health and Safety Conditions	N = Never	R = Rarel	y O = Oc	casionally	F = 1	Frequently	C =	Constantly
	Never	Less than	,	r more of		n 1/3 to 2/3		or more of
	occurs	hour per we	eek the	e time	of	the time	1	the time
Mechanical hazards	×					<u> </u>		<u> </u>
Chemical hazards	X			<u> </u>				
Electrical hazards	X			<u> </u>		<u> </u>		
Fire hazards	X			<u></u>		<u></u>		
Explosives Communicable diseases	X							
Physical danger or abuse	X					<del>-</del>		<del>-</del>
Other (specify)								
Primary Work Location:								
✓ Office Environment								
☐ Warehouse								
□ Shop								
☐ Vehicle								
Recreation Centers/Neighborhood	d Centers							
Outdoors								
☐ Other (Specify)								
Protective Fauinment Descri	rod.							
Protective Equipment Requi	reu:							
N/A								

### **Job Demands**

### **Overall Strength Demands:**

Overall Strength Demands				
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.			
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.			
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.			
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.			
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.			

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations			×	
Frequent Change of Tasks			$\boxtimes$	
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	×			
Noisy/Distracting Environment		×		
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### **Staff – Expected Behavior**

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

### **SIGNATURES—REVIEW AND COMMENT:**

Comments:

ve reviewed this job analysis and it and sof this job.	ts attachments and find it to be an accus	rate description of
	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.